## SIS2000+ Training Manual

# **Elementary Scheduling**

Using Assign Students Editor

## **Purpose**

Once the link has been created between each teacher and a class using the Master Schedule Editor, use the Assign Students to put students into a class. The Assign Student's Editor enables users to select a group of students by grade and move them easily into a specific teacher's class.

## **Training Objectives**

Create elementary school classes.

## Accessing Assign Students

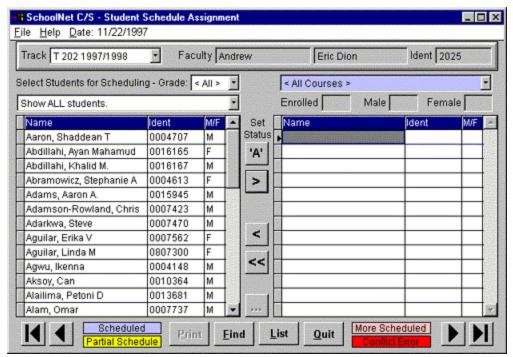
From the SIS2000+ Main Menu click on the **Faculty** module. From the Schedule Menu, click on the **Assign Students** button.

#### Tasks

## Prerequisites:

- 1. All students must be actively enrolled.
- 2. All teachers must be linked to classes or course sections in the Master Schedule Editor.
- 3. All homeroom classes must be tagged as homeroom in the Section/Segment Information Screen of the Master Schedule Editor.

## Assigning Students



Student Schedule Assignment

## Step by Step

- 1. Select the desired attendance track from the drop-down list at the top left of the screen.
- 2. Select the faculty member to receive student assignments. Only those faculty members previously assigned to the current track via the Master Schedule Editor program will be available for selection.
- 3. If faculty member has more than one course, select a course.
- 4. Select students using the **Grade** drop-down list and/or the **Select Students** List Box field.
- 5. From the resulting list of available students on the left side, highlight those to assign to the faculty member.
- 6. All students in the group must have the same primary status. Use the **Primary Status** button, when group selected to set the primary status for the group.
- 7. Assign students by clicking the right arrow button.
- 8. In the dialog box that appears, enter the Entry Date: the date of the first day the student(s) will attend the course(s), and the Entry Code.
- 9. Click on the Start Scheduling command button to proceed, or the Cancel Scheduling NOW! command button to abort.

### **Resolve conflicts**

A student cannot be assigned to a section or class if they are already scheduled for a class during the same period (unless both classes are defined as "Conflict OK" in the Master Schedule Editor program). In case of conflict, an error message will appear.

Click on "OK" to proceed with the assign procedure. The selected student will not be assigned to the period in conflict as planned. Take note of the schedule conflict errors. After the assign process is finished, go back and resolve the conflicts by unscheduling the student(s) from the conflicting class(es) and then try again.

### Student status color-codes

The temporary scheduling status of each student listed, on the student roster or the classroom roster, is indicated by a color-code as follows:

#### White

"Unscheduled"

Not scheduled in any courses

#### Blue

"Scheduled"

The student is scheduled in the class that is displayed in the Course field. If the Course field is set to <All Courses> this status color would mean the student is "fully scheduled" in all of the courses. In this case, their name will always appear on the classroom roster on the right but only appear in the student roster on the left if the "Show ALL Students" status is selected.

#### Yellow

"Partially Scheduled"

This status color only appears when <All Courses> has been selected in the Course field, but the student is not scheduled in all of the courses the selected faculty teaches. The student name will appear in both the student roster on the left (depending on the group selected for viewing) and the classroom roster on the right.

#### Pink

"More Scheduled"

This status color appears only when a specific class (or course section) is selected in the Course field and the student is also scheduled in other courses that the selected faculty teaches.

#### Red

"Conflict Error"

Indicates the student has a schedule conflict. Schedule conflicts are not allowed during the normal assigning procedure. This Conflict Error status color indicates a corrupted database. Corrective action must be taken. See System Administrator.

All assignment data is saved automatically by the program. Select Quit to exit the Student Schedule Assignment program.